

# MANAGEMENT NOTICE

Embassy of the United States of America  
Freetown, Sierra Leone

**VACANCY No:** 034-2013

**OPEN TO:** U.S. Citizen Appointment Eligible Family Members (AEFMs) - All Agencies

**POSITION TITLE:** Security and Courier Escort

**OPENING DATE:** November 8, 2013

**CLOSING DATE:** Until when filled

**WORK HOURS:** Full time 40 Hours/Week

**POSITION GRADE:** FP-09 "To be confirmed by Department of State, AF/EX in Washington

**NOTE: ONLY U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER CHIEF OF MISSION AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.**

The U.S. Embassy in Freetown is seeking an Eligible Family Member (EFM) for employment in Sierra Leone for the position of Security/Courier Escort. The position takes line supervision from the Regional Security Office, with occasional responsibilities within the Information Management Section and Facilities Maintenance Offices.

## **FUNCTIONS OF POSITION:**

In collaboration with the Information Management Officer, serves as diplomatic

Courier Escort when required. Accompanies official Department of state couriers that are transiting, arriving or departing the Lungi Airport Freetown, Sierra Leone, while in possession of diplomatic pouches. Responsible for resolving access and control problems on meeting and assisting the couriers with their ongoing travel plans.

Serves as Security Escort in coordination with the GSO or Facilities Manager: Accompanies local staff and/or vendors to and from restricted access areas. Remains with employees or vendors while they are working. Escorts personnel from restricted to non-restricted or public areas, ensuring that all personnel leave areas when tasks are completed. To a limited extent, coordinates and inspects the work of Facilities Maintenance Contractors and staff engaged in security renovation or make-ready projects in the Mission facilities. Informs Facilities Maintenance supervisor if there are concerns with work or procedures for action.

Manages the security equipment storeroom: Inventories and organizes materials. Is accountable to the Regional Security Officer for all stocked items. Recommends replenishment when certain items are low or needed.

Reviews residences for compliance with residential security standards. Completes residential security surveys and escorts contractors when performing security upgrades to ensure compliance with standards.

Serves as a backup Clerical Assistant in the Security office, receiving phone calls, keeping security office appointment calendar, escorting visitors to and from the office, drafting correspondences or typing from draft as required by the Regional Security Officer or his Assistants.

Performs other miscellaneous duties as directed.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

- 1. Education:** Completion of High School required.
- 2. Experience:** Two years security experience or clerical work involved in the security field.
- 3. Language ability:** Level 4 English Language ability (fluent) in written and spoken English required.
- 4. Knowledge:** Knowledge of standard office procedures and U.S. government security policies, practices and objectives required.

5. **Other Criteria:** Ability to be responsible, alert and reliable. Must be a U.S. citizen family member of a U.S.G. direct-hire or Uniformed service employee under Chief of Mission authority. Must have or be able to obtain a top-secret security clearance.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174); available on the internet at [http://freetown.usembassy.gov/job\\_opportunities.html](http://freetown.usembassy.gov/job_opportunities.html) or
2. A current resume or curriculum vitae.
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that address the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

The Human Resources Section

American Embassy

Freetown

FAX: 076/022-515-075

Or send via e-mail to [HRFreetown@State.gov](mailto:HRFreetown@State.gov)

## **DEFINITIONS**

1. **AEFM:** A type of EFM that is eligible for direct hire non-career employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

--US citizen;

--Spouse, Domestic Partner or child who is at least age 18; (children include natural offspring, stepchildren, adopted children and children under permanent legal guardianship of the Employee, Spouse, or Domestic partner).

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--is Listed on approved form OF-126 (Foreign Service Residence and Dependency

Report) of a US Foreign Service, Civil Service employee or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--If a Domestic Partner applies, the Foreign Service, Civil Service employee or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM Authority, must have filed and obtained approval of form DS-7669 from HR/EX/ASU.

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, or at an office of the American Institute in Taiwan and

---Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign or Civil Service.

Other family members or dependents on direct-hire Foreign, Civil, or uniformed service member's travel orders or approved form OF-126 who do not meet the above criteria are not AEFMs or US Citizen EFM for purpose of 3 FAM 8210.

#### **CLOSING DATE FOR THIS POSITION: UNTIL WHEN FILLED**

The US Mission in Freetown provides equal opportunity and fair and equitable treatment in Employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.